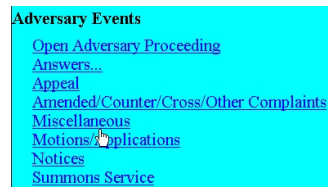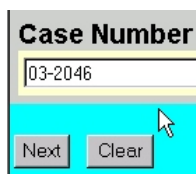**Stipulation**

STEP 1   Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.
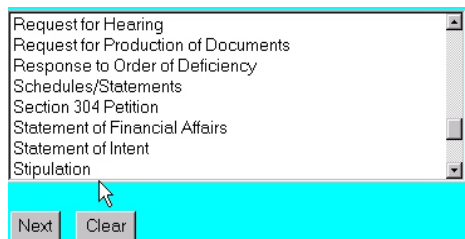
STEP 2   The **Case Number** screen displays.

♦   Type in the **Case Number**.
♦   Click on the **Next** button.

STEP 3   The **select type of document** screen displays.

♦   Scroll down and highlight **Stipulation**.
♦   Click on the **Next** button.

STEP 4   The **Joint filing with other attorney(s)** prompt displays.
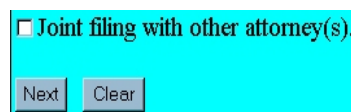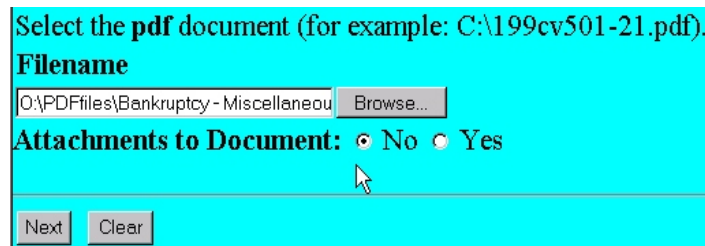
♦   Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
♦   Click on the **Next** button.

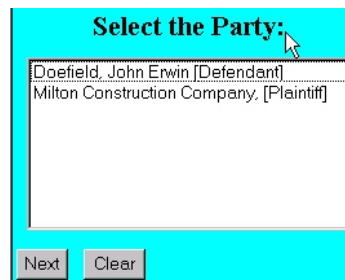**STEP 5**   The **Select the Party** screen displays.
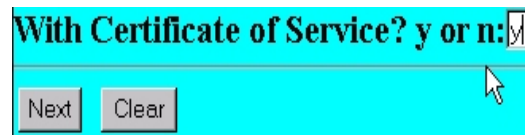
- ♦   Click on all party('s) name.
- ♦   Click on the **Next** button .

STEP 6   The **Select the pdf document** screen displays.
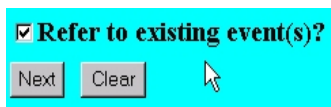
- ♦   Type the path and file name in the blank box, or
- ♦   Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦   If there are no attachments to the document, click on the **Next** button.

STEP 7   The **With Certificate of Service** screen displays
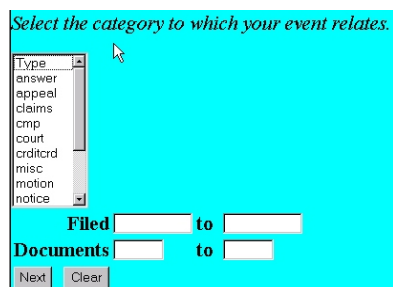
- ♦   Type in a lowercase **'y'** or **'n'** to indicate whether or not a certificate of service is attached.
- ♦   Click on the **Next** button.

STEP 8   The **Refer to existing event(s)?** screen displays.

☑ **Refer to existing event(s)?**
Next   Clear
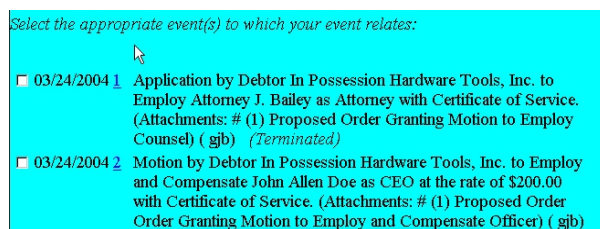
♦   Check the box and click on the **Next** button.

STEP 9   The **Select Category** screen displays.

Select the category to which your event relates.

Type
answer
appeal
claims
cmp
court
crditcrd
misc
motion
notice

Filed [   ] to [   ]
Documents [   ] to [   ]
Next   Clear

♦   Scroll through the available options to locate the category of choice. Click on the
         category to highlight. If you do not know the category, left-click on your mouse,
         drag down list to highlight all categories.
♦   Enter a date range if necessary.
♦   Enter a range of documents if necessary.
♦   Click on the **Next** button.

STEP 10   The **Select Appropriate Event** screen displays.

Select the appropriate event(s) to which your event relates:

☐ 03/24/2004 1 Application by Debtor In Possession Hardware Tools, Inc. to
                Employ Attorney J. Bailey as Attorney with Certificate of Service.
                (Attachments: # (1) Proposed Order Granting Motion to Employ
                Counsel) (gjb) *(Terminated)*
☐ 03/24/2004 2 Motion by Debtor In Possession Hardware Tools, Inc. to Employ
                and Compensate John Allen Doe as CEO at the rate of $200.00
                with Certificate of Service. (Attachments: # (1) Proposed Order
                Order Granting Motion to Employ and Compensate Officer) (gjb)

♦   Click on the **radio** button next to the appropriate event to create the linkage
         between the two documents.
♦   Click on the **Next** button.

STEP 11   A **Docket Text: Modify as Appropriate** screen displays.

> **Docket Text: Modify as Appropriate.**
> Stipulation By and Between Defendant John Erwin Doefield , Plaintiff
> Milton Construction Company Re: [14] Request for Production of
> Documents filed by Plaintiff Milton Construction Company
> [   ]   with Certificate of Service. (Bailey, Attorney)
>
> [Next] [Clear]

♦   Add additional text if needed.
♦   Click on the **Next** Button

STEP 12   The **Docket Text: Final Text** screen displays. This is your **last** opportunity to
                    make corrections to your entry.

> **Docket Text: Final Text**
> Stipulation By and Between Defendant John Erwin Doefield,
> Plaintiff Milton Construction Company Re: [14] Request for
> Production of Documents filed by Plaintiff Milton Construction
> Company with Certificate of Service. (Bailey, Attorney)
>
> **Attention!! Submitting this screen commits this transaction. You will have
> no further opportunity to modify this submission if you continue.**
> [Next] [Clear]

♦   Verify the final docket text. If correct, click on the **Next** button.
♦   If the final docket text is incorrect, you must click on your *Browser's* **Back** button
          to correct your entries.
♦   To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the
          Menu Bar.

STEP 13   The **Notice of Electronic Filing** screen will display showing the essential data for
                    this filing. Scroll down to view the entire receipt.

> Notice of Electronic Filing
>
> The following transaction was received from Bailey, Attorney J. entered on 7/14/2004 at 1:51 PM
> EDT and filed on 7/14/2004
> **Case Name:**   Milton Construction Company v. Doefield
> **Case Number:**   2:03-ap-02046
> **Document Number:** 16
>
> **Docket Text:**
> Stipulation By and Between Defendant John Erwin Doefield, Plaintiff Milton Construction
> Company Re: [14] Request for Production of Documents filed by Plaintiff Milton Construction
> Company with Certificate of Service. (Bailey, Attorney)
>
> The following document(s) are associated with this transaction:
>
> **Document description:** Main Document
> **Original filename:** O:\PDFfiles\Bankruptcy - Miscellaneous.pdf
> **Electronic document Stamp:**
> [STAMP bkecfStamp_ID=1019576470 [Date=7/14/2004] [FileNumber=14331-0]